

Ligonier Township Supervisors

Regular Meeting

March 11, 2014

The Ligonier Township Supervisors met in regular session at 7:00 pm. Chairman Paul Knupp took roll call. Present were Timothy R. Komar, Paul Knupp and D. Scott Matson.

Public comment:

Resident Rick Penrod questioned whether or not the locks on the front door of the township building had been changed. Paul Knupp stated that they had not but that could be done. The question was posed that there was an issue with the front door being left unlocked one evening. Timothy Komar and Paul Knupp stated that they had watched the film and that no one opened or entered the building.

Another resident questioned what the road crew does in the mornings when it is dark outside. Timothy Komar stated the time change had just occurred the day before and that there is work to be done and they will keep busy regardless of the darkness.

Another resident wanted to know when the sewerage was going in at Sheetz. Paul Knupp stated that they are still looking for funding.

Wade Thomas questioned where the township is with the audit and the District Attorney's Office. Scott Matson stated that the audit is done and that the DA's office has it. He also said that the District Attorney's Office told the supervisors not to discuss this until the investigation is completed.

Resident Leonard Bench requested that the supervisors table a motion to hire a township manager until the township has five supervisors in place.

Dave Bridge asked how much has been spent on the audit. Attorney Michael Korn stated that this cannot be answered at this time as the investigation is ongoing. He said that as information becomes available it will be released. Kim Thomas asked if there was any information on how long the township can hold off releasing the pension funds that are involved in this investigation. She questioned if there are any regulations, state or otherwise, that require these pensions be released and if this should happen does the township have any recourse? Attorney Korn stated that they are monitoring this and it will be dealt with at the same time as the investigation.

- A motion was made by Timothy Komar and seconded by Scott Matson to approve the minutes of February 11, 2014. Motion carried.
- A motion was made by Timothy Komar and seconded by Scott Matson to approve the minutes of March 6, 2014. Motion carried.

Zoning Office – Shelly Kaltenbaugh reported that there have been many inquiries this past month regarding building permits for new construction and additions. She stated that there have been a few inquiries regarding land development projects that will require site plan approval. Ms. Kaltenbaugh

expressed her appreciation to the Ligonier Municipal Authority and EADS Engineering Group for making available GIS Mapping that provides Zoning Districts and Land Parcels. This has been of great assistance when responding to requests regarding the zoning of a particular property and flood zones. This partnership has saved \$10,000.00 from the Zoning Department municipal budget. Also, it was reported that a large amount of right to know requests have been submitted, requiring almost a week of researching records to pull the required information for the applicant. The Planning Commission had a very successful meeting with the representatives from DCED and Westmoreland County with presentations involving Comprehensive Plans and available grants. She announced that the Planning Commission and Zoning Hearing Board meeting scheduled for the month of March have both been cancelled due to lack of applications. The Zoning Hearing Board meeting that was held on February 26, 2014 has been continued to a yet to be determined date in May in order to allow attorney's to submit legal briefs to the Zoning Hearing Board. Ms. Kaltenbaugh stated that Sheetz has begun earthwork preparation on their site. A Labor and Industry building permit has not been received as of yet for the construction of the new building.

Police Department – Chief Michael Matrunics stated that the police department has been approved to participate in the Aggressive Drivers program that is occurring from March 24, 2014 thru May 4, 2014. He also stated that the gun permits will continue to be available for application thru 2014. He said that residents can access the dates from the county website.

- A motion was made by Timothy Komar and seconded by Scott Matson to approve the Financial Statement for February. Motion carried.

Engineer Report – Brian Vogelsang stated that they are reviewing the Good Fellows Sportsman's Club subdivision plan.

- A motion was made by Scott Matson and seconded by Timothy Komar to approve the bills as presented. Motion carried.

OLD BUSINESS:

- A motion was made by Timothy Komar and seconded by Scott Matson to authorize the execution of a request to participate in the county CBDG Grant Funding in the amount of \$350,000.00 for the Laughlinton Sewer Project. Motion carried.

NEW BUSINESS:

- A motion was made by Scott Matson and seconded by Timothy Komar to approve Township Ordinance No. 2014-OR-1 (an ordinance of the Township of Ligonier creating the position of the office of Township Manager within the Township of Ligonier, Providing for appointment, removal and resignation of said manager; establishing qualifications; providing for the posting of a bond by said Township Manager; establishing the compensation of said Township manager; setting forth the powers and duties thereof and providing for disability or absence of said Township Manager). Roll call as follows: Timothy Komar voted yes, Scott Matson voted yes and Paul Knupp voted yes. Motion carried.
- A motion was made by Timothy Komar and seconded by Paul Knupp to approve Township Ordinance No. 2014-OR-02 (an ordinance of the Township of Ligonier requiring the numbering of houses and buildings in the Township of Ligonier; establishing responsibilities for the

numbering of buildings; determining the requirements for the numbering system and the house number; and prescribing penalties for violation). Roll call as follows: Timothy Komar voted yes, Scott Matson voted yes and Paul Knupp voted yes. Motion carried.

- A motion was made by Timothy Komar and seconded by Scott Matson authorizing the utilization of DCED local government services to assist in the selection of a qualified candidate for the office of township manager. Motion carried.
- A motion was made by Timothy Komar and seconded by Scott Matson to approve Resolution No. 2014-R-02 establishing guidelines and procedures for public comment during Township meetings. Motion carried.
- A motion was made by Timothy Komar and seconded by Scott Matson to reschedule and advertise public work sessions to begin at 6:00 pm on the third Tuesday of each month beginning in April. Motion carried.
- A motion was made by Scott Matson and seconded by Timothy Komar for consideration of a resolution granting conditional final approval to the Good Fellows Sportsman Club subdivision application 2014-1 SUB. Motion carried.
- A motion was made by Timothy Komar and seconded by Scott Matson to approve a planning module granting approval for the Good Fellows Sportsman Club. Motion carried.
- A motion was made by Timothy Komar and seconded by Scott Matson to approve a resolution authorizing the execution of an agreement with PennDot regarding reimbursement of bridge inspection charges. Motion carried.
- A motion was made by Scott Matson and seconded by Timothy Komar to approve gun permit application dates of July 15th, August 12th, September 7th, October 7th, November 12th, and December 9th, between the hours of 12:00 pm and 6:00 pm at the Township Building. Motion carried.
- A motion was made by Scott Matson and seconded by Paul Knupp authorizing reimbursement and/or compensation to supervisors for attendance at the county and state PSATS conventions. Timothy Komar abstained. Motion carried.

OTHER BUSINESS:

Timothy Komar announced that Dumpster Day will be held on April 26, 2014 between the hours of 8:00 am till 12:00 noon.

- A motion was made by Paul Knupp and seconded by Scott Matson to approve the transfer of \$35,916.52 from the Liquid Fuel Money account in the amount of \$35,916.52 to reimburse the General Fund for winter maintenance expenses. The reimbursement is for the period of January 2, 2014 thru March 4, 2014 for salt and anti-skid materials. Motion carried.

GOOD OF THE ORDER:

A resident said he felt that questions should be answered even though they are not asked during the public comment period.

Kim Thomas thanked Timothy Komar for taking the time during the meetings to explain what is being addressed at the time it is being discussed. She stated that it helps the residents understand what is being voted on.

Dave Bridge questioned why they haven't addressed the Zoning Office that was on the work session agenda. Timothy Komar stated that the supervisors are in the process of determining the job description and that she will be working 32 hours/week. Ms. Kaltenbaugh was on 180 days probation and the supervisors need to rewrite the job description as it is not accurate legally. Kaltenbaugh is now a township employee and the supervisors now need to write a job description to make it fit the township's situation. Komar stated that this will be done by the next meeting. Mr. Bridge also wanted clarification on resident's using anti-skid. Timothy Komar said that the township does permit a small amount of anti-skid to resident's to help them out with icy situations. This is currently not done by a written policy. The time may come when they will have to turn down these requests but until that time comes he hopes to be able to assist people if possible. He asked if there would be a policy in writing and Paul Knupp stated that there is not at this time, but signs would be put up to contact the office of the Supervisors about requests.

SUPERVISORS COMMENTS:

Timothy Komar reported that the township budgeted \$73,000.00 for materials from the General Fund for winter maintenance and to date have used \$41,701.70, between salt and anti-skid since November, 2014. He stated that the township will again offer free dirt and fill to residents. They should sign up at the township building to be placed on the list. Rick Penrod questioned how much it costs to reclaim the anti-skid from the township roads. Komar said he did not have records for the cost from last year but stated that this year's cost for hours and fuel used would be tracked. He said that last year they reclaimed approximately 1,500 tons and there are two benefits to doing this. Since the township began reclaiming the anti-skid, there has been less trouble with catch basin and boxes becoming full of silt. By not gathering it up and sweeping it to the edges of the road it creates water velocity and the water fails to sheet off the roads and therefore it washes out along the edge of the road and creates high berms and that in itself helps to destroy the road beds. Paul Knupp agreed that it has to be cleaned up.

Scott Matson agreed with cleaning up the anti-skid at intersections, as this creates a liability. He said he feels it should be swept off the back roads and not reclaimed. He also stated that in the future he would like all the trucks to have GPS and more cameras in the township building. He stated that financially it's unknown what's coming with certain things and we should consider some layoffs during the summer for a few weeks here and there. He stated that we are putting approximately \$8,500.00 a mile into the roads. He said he feels that we have some of the best roads in the area and the guys do a fine job but that when things slow down some cuts should be made. He stated that hopefully in the next couple months we have a township manager in place.

- A motion was made by Timothy Komar and seconded by Scott Matson to adjourn the meeting at 7:53 pm. Motion carried.

Respectfully submitted,

Barbara Hollick

Assistant Secretary